



# Idaho Department of Administration

## Division of Public Works

*"Provide responsive, cost effective, and timely support services to Idaho's policy makers, public agencies, and state employees as they serve Idaho citizens."*

**BRAD LITTLE**  
Governor

**KEITH REYNOLDS**  
Director

**PAT DONALDSON**  
Administrator

DATE: January 28, 2021

### REQUEST FOR QUALIFICATIONS

TO: ENGINEERS

FROM: Pat Donaldson, Administrator  
Division of Public Works

SUBJECT: DPW PROJECT NO. 21254  
University Water Systems  
Engineering Study and Plan  
Moscow, Idaho

Submittals will be received at the Division of Public Works, 502 N. 4<sup>th</sup> Street, P.O. Box 83720, Boise, Idaho 83720-0072, until, March 2, 2021 at 2:00 p.m./MT, for furnishing design services to the State of Idaho.

Questions that arise as a result of this Request for Qualifications should be addressed to:

**Elaine M. Hill**, Project Manager  
Division of Public Works  
P.O. Box 83720  
Boise, Idaho 83720  
Elaine.Hill@adm.idaho.gov  
(208) 407-8221

Modifications (addenda) to this RFQ, if any, will be posted on the Division of Public Works website at [dpw.idaho.gov/professional\\_services/](http://dpw.idaho.gov/professional_services/). It is recommended the responders to this RFQ check this page prior to making their submittal.

The project will be funded by State Funds. The Division of Public Works will administer the project according to the terms and conditions of the award and State laws and guidelines. The Engineer will receive general instructions through the State. A Project Manager of the Division of Public Works will be assigned to serve as project manager and liaison between the Department of Administration, the Agency, the Architect, and the Engineer.

## **DESCRIPTION OF PROJECT**

This project provides for an engineering analysis and report of the University of Idaho's water systems. The scope includes the domestic water, reclaimed water, storm sewer, and sanitary sewer systems.

Given the recent facility growth, including, but not limited to IRIC, the new Aquaculture Research Institute Facility, the Idaho Central Credit Union Arena, the proposed new Meats Laboratory and Seed Potato Germplasm and Storage facility the current Utilities Systems Master Plan requires a formal update. With each new facility, the university is required to provide the State of Idaho, Division of Environmental Quality (IDEQ) with an update to the utilities plan and a report which shows that the water systems are capable of serving the additional demand. The university must be able to demonstrate to IDEQ that the water systems meet requirements of the university's Long Range Campus Development Plan (LRCDP). State of Idaho requirements for Public Drinking Water Systems, State of Idaho requirements for Public Waste Water Systems and Individual/Subsurface Sewage Disposal Systems, NPDES Region 10 requirements for Stormwater Systems, and State of Idaho Catalog of Stormwater Best Management Practices for Cities and Counties.

The project includes updating the plan related to domestic water service, reclaimed water service, storm sewer service and sanitary sewer service. The scope includes reviewing the university reclaimed water permit and expanding the permit to be inclusive of Ghormley Park, City of Moscow, as well as reviewing university cross-connections with the City of Moscow, for backup in the event of an emergent issue. It will include analysis of projected campus growth of the domestic water and sanitary system serving the new Meats Laboratory facility and the Seed Potato Germplasm and Storage facility. The Scope of Work includes recommendations for future alteration, repair, improvements, and expansion projects determined as being necessary for successful operation of the university's water and sewer systems. The intent is to update the Utilities Systems Master Plan to provide IDEQ with adequate information related to the future growth and capacity of university water systems campus wide.

## **REQUIRED SERVICES**

The State is requesting proposals for complete engineering analysis and report of the University of Idaho's water systems. A total project budget of \$150,000 has been established to include fees, contingencies, and tests. A relatively complete construction cost estimate of recommended projects will be required within the report.

The Engineer shall be licensed to practice Engineering in the State of Idaho.

The Engineer shall make a minimum of one (1) presentation to the Permanent Building Fund Advisory Council and shall keep in mind that during all phases, code compliance, energy efficiency, and maintenance concerns should be incorporated into the report.

The Engineer will be required to meet monthly with the Project Manager for the purpose of providing a verbal report regarding the previous month's progress. Such monthly meetings will show funds expended in the completion of the project and specific accomplishments related to the completion of the project.

The Engineer shall produce the following major written products for review by the State and/or Permanent Building Fund Advisory Council (PBFAC).



1. A preliminary report to the Division of Public Works, the Agency and PBFAC along with recommended project budget.
2. A final report to the Owner, Agency, and PBFAC for any additional input and final acceptance.

## PROPOSAL CONTENT

- A. **Basic Qualifications:** Provide basic data relative to firm's size, history, personnel, special expertise and general credits. Individual resumes, awards, associations, etc., may be included. The Division of Public Works reserves the right to investigate and confirm the proposer's financial responsibility. This may include financial statements, bank references and interviews with past consultants, employees, and creditors. Unfavorable responses to these investigations are grounds for rejection of proposal.
- B. **Specific Qualifications:** List the team expected to accomplish this work including anticipated consultants. Describe who will perform the various tasks, the amount of their involvement and responsibilities, and give their qualifications. Provide a list of at least five (5) projects, with brief descriptions that show ability to complete projects of this scope.
- C. **Approach to Project:** Include a statement of your approach to this specific project including design philosophy, understanding of program, alternative concepts and methods for consideration. Limit to two (2) pages.
- D. **Past Performance:** Submit reference letters from prior clients or client representatives. Letters from projects listed in item B are preferable. In addition, past performance comments will be obtained from DPW and Agency staff.
- E. **Examples of Work:** Reports and specifications may be submitted as examples of your work. For Engineers who have done work for the Division of Public Works in the past three years, a reference to the project or projects will be sufficient in lieu of examples.
- F. **Special Requirements:** Provide information regarding specific involvement with this project or a special expertise in this type of project. Examples are: similar engineering analysis and reports and/or (IDEQ) utilities plans and reports showing water systems capacity.
- G. **Format:** To assist evaluation it is desirable to format the proposal similar to the headings listed above. The proposals should be clear and to the point. Emphasis should be placed on specific qualifications of the people to actually perform the project and the approach to designing this specific project. Performance on past projects with the State of Idaho and other clients is a highly important factor.

## **SUBMITTAL**

Five (5) bound copies of the submittal and one thumb drive shall be delivered by the time and place specified above. Submittal shall clearly identify the point of contact regarding the submittal, with e-mail and phone number listed.

## **EVALUATION**

An evaluation committee consisting of persons from the Division of Public Works, Agency and an independent Architect/Engineer will rank the proposals, and at least three, but not more than five firms will be selected for personal interviews.

After interviewing the selected candidates, the evaluation committee will re-rank the proposals to determine the final point score.

## **AWARD**

Based on the results of the proposals and review of previous projects awarded to each firm, the Division of Public Works will recommend a course of action to the PBFAC at their next scheduled meeting. If recommended, a notice of intent to negotiate will be issued by the Division of Public Works, Department of Administration in accordance with prescribed procedures.

### **PROPOSED DATES:**

Receive Proposals	March 2, 2021
Tentative Oral Interviews dates	March 15-18th, 2021
Review by PBFAC	April 5, 2021
Negotiate Contract	April 2021
Initial Study and Plan presentation	October 2021
Final Study and Plan	December 2021

## **SELECTION**

The State will attempt to select a firm at the next scheduled Permanent Building Fund Advisory Council meeting. Upon selection of a firm, the State will issue a letter of intent. However, final award is contingent upon the successful negotiation of a contract. The contents of the proposal may be used in a legal contract or agreement. Proposers should be aware that methods and procedures proposed could become contractual obligations.

The State reserves the right to reject any or all proposals received as a result of this request.

The State may also negotiate separately with any source in any manner necessary to serve the best interests of the State of Idaho. Awards will be made on the basis of proposals resulting from this request and subsequent interviews.